

BUDGET WAYS & MEANS COMMITTEE  
MONDAY, AUGUST 12, 2019 5:30 PM  
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT:** Alan Snow, Darren Collier and Ray West. Juan Topete was absent.

**OTHERS PRESENT:** City Administrator Tom Short, City Clerk Traci Cox, Fire Chief Roger Williams and Council Member Ceri Otero.

Mr. Snow called the meeting to order at 5:30 PM.

**\*NOTE:** All areas *"italic"* below were submitted to the Committee in a pre-meeting memo by Mr. Short.

**OLD BUSINESS:**

**1. Approval of minutes from previous meeting:** Mr. Collier made a motion to approve the minutes for the July 8 Budget meeting. Motion carried 3-0.

**NEW BUSINESS:**

**1. Consider and discuss an Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the Year 2019, for general revenue purposes and other purposes, and fixing the rates thereof.**

*"By State Law, no later than September 1 of each year, the City Council has to set the property tax rate for the City and file the tax rate with Jasper County. These include the rates for the General Fund, Library, Parks & Recreation and Public Health. Tax rates are set annually by the City Council with assessment, billing, and collection administered by Jasper County. The State Auditor's Office and county officials assist local government officials in determining the data necessary to complete the tax rate computations. Taxing authorities are required to file final proposed tax rates and data supporting the proposed property tax rates with the county, using forms prescribed by the State Auditor. The counties submit the supporting data received to the State Auditor for review. The data is reviewed and a finding is returned to both the county and the taxing authority advising whether the proposed rates comply with Missouri law. Rate ceilings set the limit for the amount of taxes that can be levied. Each tax rate ceiling is determined annually and is adjusted to ensure revenue neutrality. The review of each tax rate ceiling is based on the assessed valuation for the entire political subdivision. The tax rate ceilings are determined based on the requirements of Section 137.073, RSMo, and Missouri Constitution, Article X, Section 22, commonly referred to as the Hancock Amendment, which limits taxation by the state and local governments. The levy amounts are the same as the current rates. Due to the timelessness of this item, it will be on the Council's agenda as a Public Hearing item and a Council Bill for the August 13, 2019 meeting."*

Mr. Short reported the 2019 Assessed Valuation for the City of Carthage was received and the tax levy rates will decrease if approved. Mr. West moved to approve the state recommended property tax rates. Motion carried.

## **2. Consider and discuss budget adjustment resolution for Fiscal 2020.**

*" The recommendation is to do a supplemental appropriation of funds from the Capital Improvements Sales Tax fund for a total amount of \$80,000; \$50,000 for the Wayfinding Sign Program (as discussed below); and \$30,000 for installation of Lighting on the south leg of the Walking Trail located in the Fair Acres Sports. The Lighting on the south leg of the Walking Trail located in the Fair Acres Sports project has been discussed for a number of years. However, funds were never requested or appropriated for the project. Mark Peterson has been working with CWEP on this project. The estimate is from their efforts."*

Mr. Short discussed the budget adjustment which includes the completion of the contract for the first four phases of the Wayfinding Sign Project and lighting for the Fair Acres Sports Complex Walking Trail. Mr. Collier made a motion to approve the budget adjustment as presented. Motion carried.

## **3. Consider and discuss an Ordinance amending the Agreement with the Carthage Convention and Visitors Bureau for tourism services for the City of Carthage for fiscal 2020.**

*" This amendment adds \$50,000 to the CVB's contract for the completion of the first four phases of the Wayfinding sign program as previously approved. CVB has been the lead agency in the Wayfinding Sign Project since its inception. At various times the City had appropriated, talked of appropriating, or committed to funding equaling \$100,000 for the Wayfinding Sign Program. Only \$50,000 had been appropriated. Because of timing issues with the changes involving a new CVB Director, this item was not included in the contract for this fiscal year. This amendment plus the budget adjustment to appropriate funds, will complete the first four phases of the Wayfinding Sign Project installation contracted with CDL. A fifth phase was bid, but requires separate written notification from CVB to proceed. The fifth phase of the original contract is being reviewed as to the scope and prospective costs by the CVB. The contract between CDL and CVB was for \$187,283 for phases 1 through 5. "*

Mr. Short reported the fourth phase of the Wayfinding Sign Project is nearing completion or has just been completed. The City has only appropriated \$50,000 of the \$100,000 necessary for the first four phases. Additional appropriations are included in the budget adjustment discussed in Item #2 of the agenda and need to be added to the CVB contract. Mr. West made a motion to accept the amended contract for the CVB. Motion carried.

## **4. Staff Reports**

*"Sales Tax Report, the August 2019 Sales Tax Report is included. General Fund Sales Tax (1%) receipts for August showed a decrease of 4.4% from the same month last Fiscal Year. This amounted to approximately \$8,877 less than the same month last year. This is the second month*

*of the fiscal year and the second month where receipts were lower than the previous year. Hopefully this trend will not continue through the year. Overall, the City had budgeted an increase of 0.85% from the previous year's budgeted amount. However, actual receipts for FY 19 exceeded projections. Final fiscal 2019 numbers ended up 1.86% (\$44,141) higher than 2018. Also included are drafts of the Unaudited July Budget Report (All Funds Revenue & Expense Report) and the Investment Report. We'll discuss these in a little more detail at the meeting.*

Mr. Short reviewed current sales tax revenues and financial reports. Mr. Snow discussed the possibility of proposing a use tax to the voters. Mr. Short will add discussion for this topic to the next agenda of the Budget Ways & Means. Mr. Short reported the City is currently requesting bids for a lease purchase for equipment. Mr. Snow discussed the possibility of the City paying for the equipment instead of utilizing a lease purchase program. This will also be discussed at the next meeting, after the bids have been received to determine rates for the lease purchase program. Mr. Short reported staff is also working on bids for lighting at City Hall and equipment for the Council Chambers.

**5. Other Business.** None at this time.

**Adjournment:** The meeting adjourned at 6:03 PM on motion by Mr. Collier.